



*Jefferson County Parks Department
311 South Center Avenue
Jefferson, WI 53549
920-674-7260*

REQUEST FOR PROPOSALS

Design services for the development of engineered construction drawings for a parking lot and trailhead facility at a new county park.

Project location

Dorothy Carnes County Park and Rose Lake State Natural Area, East Entrance
N6509 Jones Lane
Fort Atkinson, WI 53538

Background

The Jefferson County Parks Department is requesting proposals to complete a set of engineered drawings for a new parking lot located at Dorothy Carnes County Park in Jefferson County Wisconsin. Parking lot will include vehicle parking for 35 cars, turn around to accommodate school busses, and enough bus parking to accommodate three buses. Initial concept drawings will be provided with this packet including spatial references to the existing buildings on site. Depending on the final size of the parking area, a storm water management plan may also be required. The department is looking for a well-considered price proposal for the following items:

1. Onsite survey and development of topographical maps for project map
 - a. Locate nearest sections corners to relevant bench marks to establish elevations
 - b. Field locate existing structures and existing roads to incorporate into plan
2. Preliminary Design Development including the following
 - a. Attend one project team meeting and site visit, date pending
 - b. Attend initial design charrette for site planning with planning team
 - c. Prepare one preliminary dimensioned site plan with proposed roads, parking area, shelters, and restroom.
 - d. Prepare a preliminary grading plan to include proposed drainage, spot grades, contour elevations, and finish floor elevation of the new restroom and shelter.
 - e. Prepare a preliminary storm water management plan (if required) to address the additional runoff due to the increased impervious area and site disturbance.
3. Final construction documents -

- a. Prepare one final dimensioned site plan
- b. Prepare one final grading plan
- c. Attend one project team meeting
- d. Prepare one final storm water management plan (if required)
- e. Prepare NOI for submittal to the DNR if disturbance is greater than 1.0 acres

Additional items to include in your proposal:

1. As part of your proposal please provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address
2. Provide a general statement of qualifications that responds to the project background information given above.
3. Provide at least two references for projects of similar scope and complexity.
4. Fees
 - f. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
 - g. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
 - h. Please provide a separated line item for any work associated with the Storm Water Management plan
5. Provide proof of liability insurance
6. Personnel
 - a. List the professional and support positions and numbers of personnel in each position
 - b. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

Proposal Submission Instructions

1. RFP Proposals will be due by 12:00 pm on January 23, 2015
2. Two printed copies of each proposal should be sent in a sealed envelope to the following address:

Jefferson County Parks Department

Attn: Kevin Wiesmann

311 South Center Avenue, Room 204

Jefferson, WI 53549

3. The final RFP approval will take place on February 2nd, 2015

Note: Jefferson County reserves the right to accept or reject any and all submissions.

All questions and comments can be directed to:

Kevin Wiesmann

920-674-7540

kevinw@jeffersoncountywi.gov